

4 November 1982

MEMORANDUM FOR THE RECORD

From: EAA Store Manager
To: Chief, Benefits and Services Division

Subj: Cash shortage

1. At the close of business on 2 November 1982, a shortage of \$10.00 was found in the cash count for the day in drawer A. I have carefully gone over the daily work sheet and counted the Cash Fund and a shortage does exist.
2. It is recommended that this shortage be excused.

APPROVED:

Executive Assistant, EAA

DISAPPROVED:

Executive Assistant, EAA

STAT

STAT

ROUTING AND TRANSMITTAL SLIP

Date

1 November 1982

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. C/BSD

[Handwritten initials]

11/1

2. *DC/BS*

[Handwritten initials]

11/1/82

3. EAA

4. EAA

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1 to 2: *[Redacted]* - Understood
The candy given away was
Halloween specialties which
probably wouldn't have sold
well after that occasion.
However, *[Redacted]* should get
"ok" to do this in advance.

ber 1982

o the public
persons toured
mpressed with

candy. The cost
hat this amount
om purchases.

25X1

DO NOT use this form as a RECORD of clearances, and *[Redacted]* surrenders, disposals,

FROM: (Name, org. symbol, Agency/Post)

DC/BSD

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* GPO : 1981 O - 341-529 (123)